

**TO:** LOCAL CTE ADMINISTRATORS  
**FROM:** RYAN HAMILTON, CTSO TEAM LEADER  
**SUBJECT:** CTSO PROGRAM FEE FOR THE 2014-2015 SCHOOL YEAR  
**DATE:** MARCH 1, 2014  
**CC:** JAN BRITE, PS TEAM MANAGER & JEANNE ROBERTS, GPS TEAM MANAGER

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CTSO MEMBERSHIP OPTIONS

Below you will find the three CTSO membership options for the 2014-2015 school year. These options can be paid via JTED and State Priority Grant Funds. The use of Federal Perkins funds is NOT allowed for ANY of these options. Feel free to contact me with any questions.

1. **CTSO Program Fee** (cannot be paid via Perkins)
  - a. Cost: \$200.00 (per chapter – please identify program, site, and CTSO chapter)
  - b. Includes:
    - i. Printed Informational material (brochures, posters, etc.)
    - ii. On-site classroom visit/presentations.
    - iii. Chapter management resources.
    - iv. Discounted advisor registration for Fall Leadership Conference and Advisor trainings.
    - v. \*Up to 12 student membership and 1 advisor membership slots.
  - c. Deadlines:
    - i. October 1 – contract deadline
    - ii. November 1 – 12 members and 1 advisor name deadline
2. **Traditional Membership** (cannot be paid via Perkins)
  - a. Cost: per student fee based on specific CTSO
  - b. Includes: membership only
3. **Program Affiliation Fee** (cannot be paid via Perkins)
  - a. Cost: based on program enrollment numbers
  - b. Includes:
    - i. Printed Informational material (brochures, posters, etc.)
    - ii. On-site classroom visit/presentations.
    - iii. Chapter management resources.
    - iv. Full membership for entire program.
    - v. Other benefits by specific CTSO

\*If this is an issue, please work directly with your Grants Program Specialist and appropriate CTSO Director to work out a professional development plan for the teacher/program with less than 12 members. If there are less than 12 students in the program then no plan needs to be developed.

**TO:** LOCAL CTE ADMINISTRATORS  
**FROM:** RYAN HAMILTON, CTSO TEAM LEADER  
**SUBJECT:** CTSO PROGRAM FEE PROCESS  
**DATE:** APRIL 3, 2014  
**CC:** JAN BRITE, PS TEAM MANAGER & JEANNE ROBERTS, CTE DIRECTOR OF OPERATIONS

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CTSO PROGRAM FEE PROCESS

This memo is designed to outline the process of utilizing the CTSO Program Fee that has been offered as an option for the 2014-2015 school year. Please contact me with any questions:

1. The Local CTE Administrator should be the one to initiate the use of the CTSO Program Fee. As a reminder, this option is \$200 per CTSO (per program, if applicable) and can only be utilized if it is included in the 2014-2015 State Priority Grant or paid via JTED funding. (not for use in Federal Perkins Grant).
2. If the decision is made to participate in the CTSO Program Fee, the Local CTE Administrator should contact the CTSO Team Leader ([Ryan.Hamilton@azed.gov](mailto:Ryan.Hamilton@azed.gov)) and their specific Grant Program Specialist. The CTSO Team Leader will provide the Local Director with the appropriate contract (CTSO specific) for each CTSO Program Fee and the Grant Program Specialist will ensure that the CTSO Program Fee is reflected in the priority grant application (or amendment).
3. The CTSO Program Fee contract can then be used to create a Purchase Order which should be sent to the specific CTSO.
4. Upon receiving the Purchase Order, the CTSO will invoice the district *and* the CTSO will send specific instructions on how to report membership slots and utilize the other benefits to the Local Director.
5. The Local CTE Administrator will then work with the local advisor(s) to report membership slots and utilize the other benefits.

As this is a new process, please feel free to contact the CTSO Team Leader ([Ryan.Hamilton@azed.gov](mailto:Ryan.Hamilton@azed.gov)) at any point for clarification or with questions.